

**CITY OF HIALEAH**



**ADVERTISEMENT**  
**and**  
**REQUEST FOR PROPOSALS**

Sealed Solicitations in response to this Request for Proposal ("RFP") for City wide leasing of copiers and copiers support services will only be received by the City Clerk of the City of Hialeah, in the City Clerk's office on the 3<sup>rd</sup> Floor of City Hall (located at 501 Palm Avenue, Hialeah, Florida), **until 2:00 P.M., Tuesday, July 5, 2016**, at which time the proposal will be opened by the City Clerk in the 3<sup>rd</sup> Floor Conference Room in City Hall, when the proposers' names will be announced and the proposals will be delivered to the Purchasing Department for review and handling. The deadline for submitting written questions, comments, and requests for clarification concerning this Solicitation shall be **2:00 P.M. on Tuesday, June 21, 2016**.

**LEASING OF COPIERS AND COPIERS SUPPORT SERVICES**

**RFP NO. 2015/16-8500-60-004**

Affidavits, forms and the text of the RFP may be obtained at the Purchasing Office, City Hall, 501 Palm Avenue, 4<sup>th</sup> Floor, Hialeah, Florida. Each RFP shall be submitted in a sealed envelope. The outside of each sealed envelope must clearly indicate the name and number of this RFP (RFP for leasing of copiers and copiers support services; RFP NO. 2015/16-8500-60-004; the Proposer's name and address; and the name and telephone number of the Bidder's contact Person.

A vendor may withdraw, modify, or correct a solicitation that has been submitted to the City, but only prior to the deadline for filing a RFP. The City reserves its right to: reject any or all RFP's, with or without cause; waive minor irregularities with regard to the Solicitations requirements and the Solicitations received; and award the City's contract to the Proposer that is deemed to be responsible, responsive, and providing the best overall value to the City.

**CITY OF HIALEAH, FLORIDA**

Angel Ayala  
Purchasing Director

Advertisement Date:  
**June 13, 2016**